



Contact Information

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| Nonprofit Org Name: Oxford Area Historical Association (OAHA) | ED/CEO Name: N/A (volunteer board-run) |
| Address: 140-142 Locust Street, PO Box 355 | ED/CEO E-mail: N/A |
| City, State Zip: Oxford PA 19363 | Board Chair Name: Ken Woodward, President |
| Phone: 610-932-3625 | Grant Proposal Contact Name: Gail Roberts, Vice President |
| Website: https://oxfordhistorical.org | Grant Proposal Contact E-mail: gailrobrts@aol.com |
| EIN: 23-3045756 | Grant \$ Amount Requested: \$12,000 |
| Year Founded: 2000 | |

In filing this application, the nonprofit certifies that it complies with all federal, state & local laws, including taxation; complies with current public health guidelines; and complies with coronavirus pandemic phased reopening restrictions.

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| Agreed by: Ken Woodward, Board President | Date: 10/26/20 |
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Nonprofit Field/s of Interest

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| <input checked="" type="checkbox"/> Arts, Culture & Historic Preservation | <input type="checkbox"/> Education | <input type="checkbox"/> Health |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Environment & Animal Welfare | <input type="checkbox"/> Human Services |

| Figures | Current | PRE-COVID (as of 1/1/20) |
|------------------------------------|--|--------------------------|
| Annual Operating Budget | \$ 17,250 (six-month estimate to be revisited) | \$ 28,950 |
| Full-Time Equivalent Paid Staff | # 0 | # 0 |
| # Board Volunteers | # 11 | # 11 |
| # Committee Volunteers | # 0 | # 0 |
| # Active Direct Service Volunteers | # 0 | # 6 |
| Annual Volunteer Hours | # 150 | # 1555 |

Funding: Please indicate if your nonprofit has received funding from any of these regional sources over the past few years. We will invite them to review this funding request.

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| <input type="checkbox"/> ChesCo Comm Fdn | <input type="checkbox"/> Brandywine Health Fdtn | <input type="checkbox"/> United Way ChesCo | <input type="checkbox"/> ChesCo Dept Comm Devel |
| <input type="checkbox"/> ChesCo Fund/W&Girls | <input type="checkbox"/> Phoenixville Comm Health Fdtn | <input type="checkbox"/> United Way S ChesCo | <input type="checkbox"/> ChesCo Dept Health |
| <input type="checkbox"/> Other significant funders: | | | <input type="checkbox"/> ChesCo Dept Human Svcs |

Narrative: In a few concise paragraphs, please explain:

1. Mission

The mission of the Oxford Area Historical Association is to preserve and promote the historical significance of the Oxford area, educate the community on historical interests, and to encourage the economic vitality of the Oxford area through historic preservation.

OAHA, which was founded in 2000, is a local group of volunteers and members whose mission is to preserve and promote the historical significance of the Oxford Area. We present monthly programs on a variety of historical topics, record oral histories of long time Oxford residents, and have organized walking tours, co-sponsored reenactor programs in the school district, and arranged trips to historical sites. In 2014, an Archives Committee was created to acquire, process and house documents and objects related to the history of the Oxford Area. Our Archives Collection

is now housed at 140-142 Locust St. in downtown Oxford. We are currently renting two climate-controlled storage units because the space in our present location is too small to house our growing collection of historical objects and archives. While we look forward to expanding in the future, right now we are simply concerned with keeping our collections safely housed and staying viable, so that we can make sure OAHA is here to preserve and promote the historical significance of the Oxford area.

2. What geographic area is served? (If not all of Chester County, specify primary Chester County regions served)

Oxford, PA, and the surrounding townships in Southern Chester County

3. What population is served? How have your service numbers been impacted by COVID?

The Oxford Area Historical Association (OAHA) is located in downtown Oxford, PA, and serves everyone in the Borough and the surrounding Townships. OAHA's operations have been severely limited during the COVID-19 outbreak, with an inability to utilize in-person volunteers due to space constraints. All in-person community outreach programs and fundraisers had to be cancelled because of social distancing measures.

4. What has been the impact of COVID-19, and how has your nonprofit responded?

In the Oxford area, US Census data from 2018 showed a 16.1% rate of poverty, and 46.4% of the Oxford Area School District's students qualify for the federal free/reduced lunch program. Average income in Oxford is \$38,125. As a direct result of COVID-19, total claim by Pennsylvania workers filing for state unemployment since March 14, 2020 equaled 2,592,347, or 39.53% of the workforce in the Commonwealth. These statewide numbers are reflected in the unemployment rates in Oxford as well. We are currently working on an online project to record video stories about how Oxford residents have been impacted by the pandemic, so that we have a historical record for future generations.

OAHA's operations have been severely limited during the COVID-19 outbreak, with an inability to utilize in-person volunteers due to space constraints. All in-person community outreach programs and fundraisers had to be cancelled because of social distancing measures. Most of OAHA's revenue comes from individuals who enjoy our monthly programs and events, but we have had to cancel all upcoming in-person events. In addition, the Oxford Connective Festival which usually occurs in August was cancelled, eliminating OAHA's planned outreach and fundraising efforts at that event.

This has greatly impacted our annual budget, as 85% of our annual income comes from planned programs, event sponsorships, and individual donations resulting from our events. While we have been able to pivot several of our educational programs online, and attendance at those programs has been good, it has not translated into the funding we usually receive from attendees at in-person events. Our archives have remained closed to visitors because there is not enough space to safely keep visitors socially distanced.

5. What would this funding be used for? How does this demonstrate innovation and resiliency in dealing with COVID impacts? What would be the community impact of this anticipated funding? Why is it important to fund this now?

As a grassroots, volunteer-led organization, OAHA has never had a formal strategic plan. The pandemic has forced us to look at the way we operate as an organization, and the board would like to request funding to engage a consultant to guide us through a strategic planning process to better prepare us for the immediate and long-term future. The board also knows that we need to look at the constraints of our current physical space, so this will be a part of the planning process.

Everyone in our community has been impacted by the COVID-19 health crisis. Individuals, small businesses, and nonprofit organizations are all struggling right now. Small nonprofits are especially vulnerable during times like these. Grassroots cultural nonprofits such as OAHA are facing extreme difficulty because of lost revenue due to closures and cancellations, as well as other challenges. While individuals can be generous during times of crisis, much of their

generosity is focused – and understandably so - on front line causes such as health care and food distribution. Even though arts and culture nonprofits such as OAHA are still carrying out essential work in their communities and are experiencing the same disruptions as front-line nonprofits when it comes to raising funds at this time, they can be overlooked. A recent look at Philadelphia area nonprofits found that arts and culture nonprofits, including museums and historical associations such as OAHA, were struggling much more than direct service organizations, and many fear permanent closure. <https://generocity.org/philly/2020/08/13/layoffs-plague-nonprofits-some-more-troubled-than-others/>

The board of the Oxford Area Historical Association feels that this is a vital investment in securing the future of the organization by planning carefully and adjusting to the uncertain economic conditions. We can't risk losing years of important Oxford history.

6. How much funding is sought? How does this compare to your annual operating budget and this years' projected deficit? What is the expected timeframe for use of funds?

We are requesting a grant of \$12,000 to complete a strategic planning process. The consultant we have chosen is familiar with both our organization and the Oxford area, and her proposal is attached. In addition to providing the organization with a discount for the strategic planning process, she is also planning to combine stakeholder interviews with feasibility questions regarding a potential capital campaign. This will help with future planning and save the organization money in the event we decide to move forward with seeking a larger facility. Even with these cost-saving measures, an organization of our size would be unable to afford this kind of planning process without a grant from The Chester County Community Foundation's Innovation and Resiliency Fund.

Our normal annual operating budget is about \$30,000 per year. We have worked hard on reducing expenses for the upcoming year, and have budgeted for the first six months of 2021, rather than the entire year, knowing that we will need to revisit those numbers as the pandemic wears on. Both the 2020 budget and the projected January – June 2021 budget are attached. At this point we plan to try to fundraise to cover any budget deficit, but we have had to tap into our archives savings account in the meantime.

The anticipated time frame for the use of funds received is three months.

Attachments:

1. Innovation & Resiliency Fund Grant Request cover sheet & brief narrative
2. 2020 annual operating budget & 2021 6-month operating budget
3. Most recent financials with audit/review explanation
4. 501(c)3 determination letter
5. Charitable Registration
6. *This proposal is for OAHA's first strategic plan, so no plan is attached. Current goal list is attached.
7. Consultant proposal
8. Consultant biography

Please e-mail all materials as a word.doc and/or pdf to grants@chescofc.org:

- Proposals will only be accepted by e-mail. This grant form is available at <https://chescofc.org/covidgrant/>
 - Receipt of grant proposals will be confirmed by e-mail.
- Grant proposals will be posted on the Community Foundation's website, in order to share with fund advisors, donors, grant panelists, and other funding sources.
 - Grant proposals will be reviewed weekly.
 - We estimate grants awards will range from \$5,000 to \$50,000.
- For awarded grants, a written report on use and impact of this funding will be due within 6 months.

Please direct questions about **ChesCo Nonprofit Innovation & Resiliency Grants** to

Chester County Community Foundation

28 W. Market Street, The Lincoln Building, West Chester, PA 19382

www.chescofc.org, grants@chescofc.org 610.696.8211